

# Documenting Kinship Care in eWiSACWIS

Jeffrey Radecki

Program and Policy Analyst

eWiSACWIS Project

Phone 1-608-267-3299

radecj@dhfs.state.wi.us

# Agenda

- Court Ordered Kinship Care
- Voluntary Kinship Care
- Waitlisted Kinship Care
- Relative Living Arrangement & Placement
- 48.977 Long –Term Guardianship

# Overview

- To give a better understanding of the different Kinship Care Categories and the importance of identifying which category to use.
- To also identify the service documentation required for different categories of Kinship Care.

# Court Ordered Kinship

- Using existing CPS Family Case. Services Intake not required. (Reference Person is usually Mother).
- Complete/update the Person Management window for the child. (emphasis on Basic, Additional, Kinship Tabs).
- Create and Maintain the Kinship Provider.
- Create an Out of Home Placement using a court-order related Kinship Care Service Type and Placement Status.

- Refer to Maximus via the Eligibility Icon from the case outliner.
- Complete a Permanency Plan.
- Refer to KIDS via the Out of Home Placement window.

- Update the child's Legal Status.
- Create a Case Plan and subsequent Case Progress Evaluations.
- End the placement when appropriate.
- Close the case when appropriate.

# Voluntary Kinship Care



- Use a Services Intake to create a referral and either link it to the child's existing case or create a case for the child. (The child is to be used as the Reference Person.)
- Complete the Person Management window for the child. (emphasis on Basic, Additional, Kinship Tabs.)
- Create and Maintain the Kinship Provider.

- Create an Out of Home Placement using a Voluntary Kinship Care Service Type & Placement Status.
- Refer to KIDS via the Out of Home Placement Window.
- End Placement when appropriate.
- Close Case when appropriate.

# Waitlisted Kinship Cases

- Waitlisted Kinship Care Placements will be entered exactly the same as Voluntary Kinship Cases except for :

- When assigning Service Types for the provider, add or use the Service Type of **Kinship – Waitlisted** for the provider.
- When creating the Out of Home Placement for the child, use the Kinship Care-Waitlisted Service Type.

What happens when the child is removed from the Waitlist and payments are authorized?

If the County is starting to pay, but not going back to the placement start date :

- Close the waitlisted placement the day before you are going to start paying.
- Open the new paid Kinship placement starting with the first day the relative will be paid.

If the County is paying from the first day the child was placed:

- Close the waitlisted placement 'Placement Made in Error'.
- Open a new placement using a paid Kinship Service Type starting with the date the child was waitlisted.



# Relative Living Arrangements & Placements

# Question

- What if there is a voluntary agreement between the parents and a relative to change the child's living arrangements and the relative wants to apply for Kinship Care payments. How does this get documented in eWiSACWIS?

# Answer

- A Services Intake is created for the child and relative . The child is Reference Person and a new case is created (if the child does not have a case).
- Creating the Voluntary Kinship Care in the Out of Home Placement window is not required until the Kinship Care application has been approved.

# Question:

What happens when there is a Court order for Kinship Care with a relative but the home has not been approved or does not want to access for Kinship Care?

**Answer:**

**Follow the instructions for  
setting up a Voluntary  
Kinship Care Placement in  
addition to:**

Pending the approval and creation of a Court-Ordered Kinship Care placement, complete the following Provider and Out of Home Placement documentation:

- Updating /Creating the Provider unlicensed services to have the Category and Service Type set up as 'Relative Care – Unlicensed'.
- When creating the initial Out of Home Placement Window, the Placement Status will need the value of 'Relative Care-Unlicensed.'

# Court-ordered Kinship to a 48.977 Long-term Guardianship

- If a court-ordered Kinship placement becomes a 48.977 Guardianship case, the placement should be ended as a discharge to the Guardianship-Relative on the Placement Ending window and a new Voluntary Kinship placement should be created.

# Voluntary Kinship arrangement changes to Court Ordered Kinship placement

- The Voluntary Kinship service must be ended and a new placement is created using the Court-Ordered Kinship Service Type
- The Date of Removal on the Out of Home Placement window should reflect the date of the Court Order.



Questions ?

Comments?

# Where to Get More Information related to Policy Questions

Holly R. Telfer

Kinship Care Specialist

BPP/DCFS

State of Wisconsin

608-266-2464

TelferHR@dhfs.state.wi.us

# Where to Get More Information related to Documentation in eWiSACWIS

- [http://dhfs.wisconsin.gov/wisacwis/knowledge\\_web/index.htm](http://dhfs.wisconsin.gov/wisacwis/knowledge_web/index.htm)
- Quick Reference Guides
- Placement Manual
- How Do I Guides